



Ensuring a safe and secure homeland for all North Dakotans

Fiscal Year 2007/2008

Regional Response

Guidance and Application Kit

Competitive Regional Response Sub Grant Guidance

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Competitive Regional Response Sub Grant Guidance:

Overview

Fiscal Year 07/08 Regional Response Homeland Security funding continues to converge risk based funding and capability based planning, training, exercise and equipment placement. Specifically, this competitive grant opportunity is designed to assist local responders in preparing for and responding to CBRNE events requiring regional assets and coordination.

This year's grant program is specifically keyed to Phase I of a timed process concentrating on resources for Bomb Squads, Hazardous Materials and SWAT. As the process moves forward Phase II will concentrate on additional resources for Search and Rescue, Structural Collapse, and Underwater Rescue. Finally in Phase III the regional effort will concentrate on all hazards.

Eligible Applicants

Eligible applicants include first responding entities and coordinating entities including fire departments, law enforcement, emergency medical service, hospitals, public works, emergency management, cities and units of government. Sub grants are restricted to governmental entities. Non-governmental entities are not eligible to receive direct funding under this program. Non-governmental entities may apply through their respective county and/or city.

To be eligible to receive FY 07 and FY 08 Regional Response funding for training, exercise, planning and equipment applicants must meet NIMS Compliance requirements. NIMS compliance is ascertained through the annual county submittal of NIMSCAST. For confirmation of compliance contact Dave Rice at 701-328-8100 or your local Emergency Manager

Priorities

Pursuant to the North Dakota State Homeland Security Strategy and the DHS approved FY 07 & 08 investments for expenditure of Homeland Security funding “all funding for response must be allocated to proposals directly related to regional response to a Chemical/Explosive incident”. Applicants will be required to certify that equipment requested is deployable (as defined in the equipment section) outside their primary jurisdiction (see Attachment E). A jurisdiction may request regional equipment if it is currently pursuing Mutual Aid Agreements (MAAs) with outlying counties. (See Attachment F for help in writing an MAA).

Granting Categories

Equipment.

All equipment requests must have a direct relationship to a CBRNE event. Equipment purchased for the award period must concentrate on initial response (first 72 hours) to a chemical/explosive event.

Applicants must submit a narrative outlining in specific detail the type of equipment requested and its specific function in a chemical/explosive event. The type and brand of equipment must be identified. All proposed equipment purchases must be included as an eligible cost in the Authorized Equipment List that can be found at the following website: <https://www.rkb.us/mel.cfm?subtypeid=549> . For further clarification on allowable equipment please contact your regional response coordinator

Equipment purchases must fulfill a specific target capability within the response target capabilities list including but not limited to: Explosive Device Response Operations WMD Hazardous Materials Response and Decontamination, Firefighting Operations Support, Emergency Public Information and Warning, Triage and Pre-Hospital Treatment. A list of target capabilities may be found at <https://www.rkb.us/hspd8.cfm?expand=1>

All requests for equipment must be accompanied by an affidavit (Attachment F) certifying that deployment of specific equipment comes with trained responders. For the purpose of regional equipment grants deployment means “the equipment is capable of being transported and is (if necessary) accompanied with trained personnel for operational activity for a minimal operation of 12 hours. In addition, deployment is under the terms and conditions as prescribed by the agency in possession of the equipment

Applicants are responsible for routine maintenance and repair on purchased equipment. Current DHS rule allows their inclusion of a maintenance agreement with the initial purchase of equipment. After expiration of the initial maintenance agreement all repair and maintenance costs are not considered eligible items.

Training

All training requests must be FEMA approved training or fall within the scope of CBRNE training. Training should concentrate on acquiring skills directly related to regional response. Approved training may come from a series of venues including: FEMA Provided Training, State Sponsored Courses, and Federal Sponsored Courses

Additionally, training not provided by the above sources but falls within the scope of attaining regional response skills may be eligible. Such training must be coordinated with and approved by the State Homeland Security Grant Director.

(For further clarification on allowable training activities please contact your regional response coordinator)

Planning

Planning requests must be associated with the development and implementation of regional response activities including but not limited to developing or enhancing Emergency Operations Plans (EOP) and Standard Operating Procedures (SOP) for a CBRNE event. Specific activities may include:

- Developing scenarios that incorporate response activities which require a regional response.
- Developing and implementing regional response support programs that may include development of MAA's.
- Developing and enhancing plans and protocols including EOPs and operating procedures that support regional response
- Conducting assessments at critical infrastructure sites which would require a regional response.

(For further clarification on allowable planning activities please contact your regional response coordinator)

Exercises

All exercises must test regional response implementation. The scenarios used in regional response exercises must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks and warrant involvement from multiple jurisdictions.

(For further clarification on allowable exercise activities please contact your regional response coordinator)

Available Funds

FY 07 Expiration Date March 31, 2010

Northeast Region \$397,813

Northeast applicants will provide response service in Rolette, Towner, Cavalier, Pembina, Pierce, Ramsey, Walsh, Benson, Nelson, Grand Forks, Wells, Eddy, Foster, Griggs, Steel, Trail counties and Spirit Lake Reservation, and Turtle Mountain Reservation

Northwest Regions \$397,557

Northwest applicants will provide response service in Divide Burke, Renville, Bottineau, Williams, Mountrail, Ward, McHenry, Mc Kenzie, McLean, Sheridan, counties and Fort Berthold Reservation

Southwest Region \$396,800

Southwest applicants will provide response service in Golden Valley, Billings, Stark, Oliver, Morton, Grant, Sioux, Hettinger, Bowman, Adams, Slope, Burleigh, Mercer, Dunn, Emmons counties and the Standing Rock Reservation.

Southeast Region \$397,813

Southeast applicants will provide response service in Kidder, Stutsman, Barnes, Cass, Logan, LaMoure, Ransom, McIntosh, Dickey, Sergeant and Richland counties.

FY 08 Expiration Date May 31, 2011

Northeast Region \$ 859,000

Northeast applicants will provide response service in Rolette, Towner, Cavalier, Pembina, Pierce, Ramsey, Walsh, Benson, Nelson, Grand Forks, Wells, Eddy, Foster, Griggs, Steel, Trail counties and Spirit Lake Reservation, and Turtle Mountain Reservation

Northwest Region \$859,000

Northwest applicants will provide response service in Divide Burke, Renville, Bottineau, Williams, Mountrail, Ward, McHenry, McKenzie, McLean, Sheridan, counties and Fort Berthold Reservation

Southwest Region \$859,000

Southwest applicants will provide response service in Golden Valley, Billings, Stark, Oliver, Morton, Grant, Sioux, Hettinger, Bowman, Adams, Slope, Burleigh, Mercer, Dunn, Emmons counties and the Standing Rock Reservation.

Southeast Region \$859,000

Southeast applicants will provide response service in Kidder, Stutsman, Barnes, Cass, Logan, Lamoure, Ransom, McIntosh, Dickey, Sergeant and Richland counties.

Submitting Applications

A complete application with an original signature must be submitted to DES by **February 16, 2009**. Applications must be received at DES by the deadline to be considered for funding. Applications received after the deadline will not be considered for funding. Applications must be sent to: Attn: Grant Review Panel, ND Department of Emergency Services, Division of Homeland Security, PO Box 5511, Bismarck, ND 58506-5511.

Performance Period

Period of performance is contingent on utilization of funding from award periods from FY 07 and FY08. Any un-obligated funds will be de-obligated by DES at the end of this period.

Selection Process

The uniform administration and selection of grants in all four regions will lead to a consistent process for building a standardized CBRNE response system for communities in North Dakota. To accomplish the task DES has developed a series of application tools and a uniform process for receipt, review and acceptance of all applications. Each section of the application (planning, training, exercise and equipment) will be scored and judged separately. The state may fund all or parts of any application.

Stage One – Application: Applications will be accepted from first responding entities. Applications from nongovernmental entities representing first responders (i.e. ND Fire Fighters Association, EMS Association etc) will be accepted. Non-governmental

responding entities (privately owned ambulance agencies and hospitals) may submit applications. Both non-governmental and association applications for funding and awards must be issued through a cooperating governmental agency.

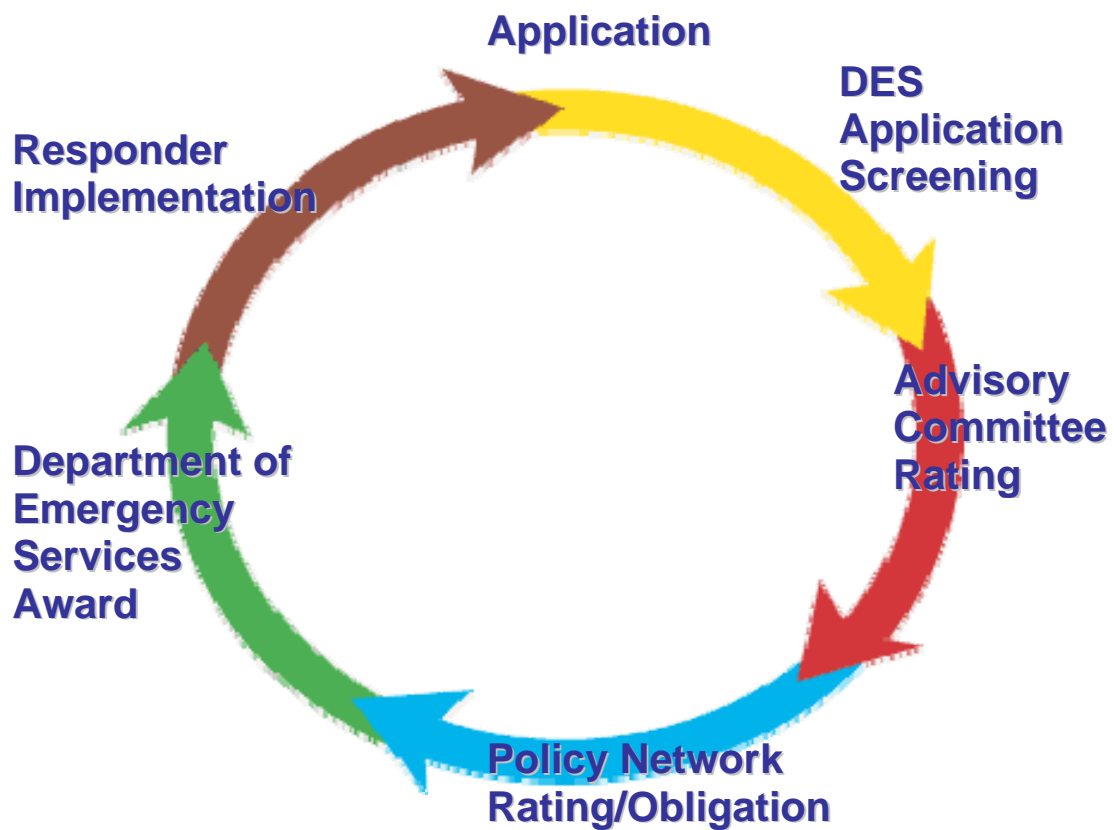
Stage Two -- DES Screening: Applications will be screened to assure all relevant submission material is included in the application.

Stage Three -- Advisory Committee Screening Applications: The Regional Advisory Committees will screen and rank applications utilizing a numeric process.

Stage Four -- Policy Network Rating: Forwarded applications will be scored by the policy network. Funding allocations will be obligated based on numeric rating.

Stage Five DES Award Process: DES will issue appropriate award to responding disciplines.

Regional Response Process



ATTACHMENT A

North Dakota Department of Emergency Services
Division of Homeland Security
PO Box 5511
Bismarck, ND 58506-5511
(701) 328-8100

**FY '07 & FY '08
Regional Response Sub-Grant Application
Submission Deadline is Feb. 16, 2009**

1. Applying Entity Information

Name of Applying Entity:

Address:

City : State: ND Zip Code:

2. Contact Information

Name:

Address:

City : State: ND Zip Code:

Phone #: email:

Fax #: cell #:

3. Total Grant Request: \$

This proposal includes a request for funding of the following activity category(s)(check all that apply):

____ Planning ____ Exercise ____ Training ____ Equipment

4. Narrative: The narrative section should include a “detailed” description of the activities proposed for each category. Included should be a listing of participants, background, impact, time lines of activities, monitoring and coordination of activities, discussion of existing Mutual Aid Agreements and those under negotiation, target

capabilities, etc. (see guidance for additional requirements). Use additional pages if necessary.

Planning: Planning requests must be associated with the development and implementation of regional response activities including but is not limited to developing or enhancing EOP's and standard operating procedures for a CBRNE event.

Description of proposed planning activities (text box will expand as you type):

Background (justify the proposed activities):

List of Participants in the Planning Process:

Time Line of Planning Activities:

Describe how and/or who will coordinate the activities and how progress will monitored:

--

Describe the Impact these activities will have in relation to the region's response preparedness:

--

Exercise:

Description of Proposed Exercise Activities:

--

Background (justify the proposed exercise):

--

List of Participants in the Exercise:

--

Time Line of the Exercise planning process and actual exercise:

--

Describe how and/or who will coordinate the exercise planning process and implementation and how progress will monitored:

--

Describe what Impact the Exercise will have on the region and how the exercise After Action Report will be addressed:

--

Training:

Description of proposed Training activities:

Background (justify the proposed training activities):

List of Participants in the Training Activities:

Time Line of Training Activities:

Describe how and/or who will coordinate the Training and how progress will be monitored:

--

Describe the Impact the Training will have in relation to the region's response preparedness:

--

Equipment: (Each entity receiving equipment must submit a signed Equipment Readiness Affidavit)

Provide a listing of proposed equipment purchases, where the equipment will be located, and the entity receiving the equipment:

--

Background (justify the proposed equipment acquisitions – how will this equipment enhance Homeland Security response):

--

Provide a Maintenance Plan including responsible entity(s), testing/calibration timeframes:

--

Target Capabilities: All equipment requests must include identification of Target Capabilities and a detailed narrative of how the equipment purchase(s) fulfills that Target Capability. (See the attached Target Capabilities List. For more details/definitions on the Target Capabilities go to the following website <https://www.rkb.us/hspd8.cfm?expand=1>

EXAMPLE:

<i>Equipment</i>	<i>Portable explosive/burn containment vessels</i>
<i>Capability</i>	<i>Explosive Device Response Operations</i>
<i>Explain how the equipment fulfills the Capability</i>	<i>The equipment gives responders the ability to safely mitigate explosive devices thus securing the area for the safety of the public and responders.</i>

Equipment	
Capability	
Explain how the equipment fulfills the Capability	

Equipment	
Capability	
Explain how the equipment fulfills the Capability	

Equipment	
Capability	
Explain how the equipment fulfills the Capability	

Equipment	
Capability	

Explain how the equipment fulfills the Capability	
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Equipment	
Capability	
Explain how the equipment fulfills the Capability	

Equipment	
Capability	
Explain how the equipment fulfills the Capability	

Equipment	
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Explain how the equipment fulfills the Capability	

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Explain how the equipment fulfills the Capability	

Equipment	
Capability	
Explain how the equipment fulfills the Capability	

Equipment	
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Capability	
Explain how the equipment fulfills the Capability	

Equipment	
Capability	
Explain how the equipment fulfills the Capability	

5. Budget(s) : Complete a budget for each proposed activity. Combine totals into the Total Budget Request table at the end.

Planning:

<u>Detailed Proposed Budget Description</u>	<u>Cost Estimate</u>	
<i>Example: Travel/ Per Diem: estimated 100 miles x \$.41/mile</i>	\$	41
Contractor:	\$	
Materials & Supplies:	\$	
Travel / Per Diem:	\$	
Publishing:	\$	
Other (list):	\$	
	\$	
	\$	
Total Planning Cost Estimate	\$	

Exercise:

<u>Detailed Proposed Budget Description</u>	<u>Cost Estimate</u>	
<i>Example: Leases: Rental of school gymnasium 1 day at \$500</i>	\$	500
Contractor:	\$	
Materials & Supplies:	\$	
Travel / Per Diem:	\$	
Leases:	\$	
Overtime-Backfill	\$	
Other(list):	\$	
	\$	
Total Exercise Cost Estimate	\$	

Training:

<u>Detailed Proposed Budget Description</u>	<u>Cost Estimate</u>	
<i>Example: Materials & Supplies: 100 copies @\$.03 each; markers \$5.00; flip charts 2 @ \$10 each</i>	\$	28
Instructors	\$	
Travel / Per Diem	\$	

Materials & Supplies	\$	
Leases:	\$	
Overtime-Backfill	\$	
Other (List):	\$	
	\$	
Total Training Cost Estimate	\$	

Equipment: AEL list may be found at <https://www.rkb.us/mel.cfm?subtypeid=549>

<u>Detailed Proposed Budget Description</u> <u>(Include brand type size being purchased)</u>	<u>#</u>	<u>AEL Codes</u>	<u>Cost Estimate</u>	
<i>Example: Equipment, Explosive Entry</i>	2	02EX-00-EXEN	\$	5,000
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Total Equipment Cost Estimate			\$	

BUDGET TOTALS

<u>Budget Category</u>	<u>Cost Estimate</u>	
Total Planning Budget	\$	
Total Exercise Budget	\$	
Total Training Budget	\$	
Total Equipment Budget	\$	
Total Grant Request	\$	

SUBMIT BY FEBRUARY 16, 2009

6. Certifications

We, the undersigned, hereby certify

- the above grant request will be utilized in accordance with federal and state laws and regulations to build CBRNE response in the State of North Dakota;
- any equipment purchased with these funds are deployable (under the terms and conditions as prescribed by the agency in possession of the equipment) to other jurisdictions and accompanied with trained personnel
- the above grant request does not supplant local funds; and
- requesting entity is NIMS compliant.

Type or Print name of Agency Representative

Signature of Agency Representative

Date

Type or Print name of Fiscal Authority

Signature of Fiscal Authority
(Government Entity)

Date

ATTACHMENT B

FY 07 & 08 Regional Sub Grant Application
Initial Review Checklist

(Agency use only)

Passed Initial Review: _____

Does not meet basic criteria: _____

- ☐ Jurisdiction is an eligible entity and is clearly identified
- ☐ Provided contact name, address, phone number
- ☐ Dollar request slot is complete
- ☐ Activity category(s) are checked
- ☐ Narratives are complete and correspond with checked activity category(s)
 - ___ Planning
 - ___ Exercise
 - ___ Training
 - ___ Equipment
- ☐ Target Capabilities have been identified and narrative provided
- ☐ Budgets are complete for each checked activity category(s)
 - Planning
 - ___ Proposed expenditures are eligible
 - Exercise
 - ___ Proposed expenditures are eligible
 - Training
 - ___ Proposed expenditures are eligible
 - Equipment budget includes
 - ___ Current AEL numbers
 - ___ Proposed purchases are eligible costs
- ☐ Budget Totals Table is complete
- ☐ Certifications are signed and dated
- ☐ NIMS compliant

ATTACHMENT C

**ADVISORY COMMITTEE
APPLICATION EVALUATION FORM**
(For Agency Use)

Equipment

Yes

No

Is the equipment requested eligible? (See AEL)

Does the equipment requested have a direct role
in a chemical or explosive response?

Can the equipment requested be deployed regionally?

Does the responding entity requesting the equipment have
the capability necessary to use the equipment (appropriate
training, tier level, manpower)?

Does the responding entity requesting the equipment have
the financial ability to maintain the equipment?

Has the requesting entity implemented appropriate mutual
aid agreements (fore regional deployment)

Training

Is the training requested eligible?

Does the training requested have a direct link to chemical
or explosive response?

Is the training requested multi-jurisdictional in nature?

Is the training requested multi-discipline in nature?

Exercise

Is the exercise for chemical or explosive response?

Is the exercise regional in nature, inclusive of multiple
jurisdictions and disciplines? Exercise must include all
jurisdictions within the region

Yes

No

Planning

Is the plan regional in nature?

ADVISORY COMMITTEE APPLICATION RANKING INSTRUCTIONS

After completing the application evaluation form for each application, the committee will then rank the applications. The equipment applications will be ranked separately from the training, exercise, and planning applications and so on.

If there are 6 equipment applications, each committee member will receive 3 votes. Each vote must be for a different application. The applications receiving the most votes up to the available dollar amount will be forwarded to the policy network for consideration.

Example: There are 6 equipment applications; therefore, each member gets 3 votes (each colored dot represents a different committee member). There are 11 committee members; therefore, there should be a total of 33 votes.

Application 1 \$35,000 ● ● ● ● ● ● ● 7 votes	Application 2 \$35,000 ● ● ● ● ● ● 6 votes	Application 3 \$20,000 ● ● ● ● ● ● ● 7 votes	Application 4 \$80,000 0 votes	Application 5 \$30,000 ● ● ● ● ● 5 votes	Application 6 \$45,000 ● ● ● ● ● ● ● ● 8 votes
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ATTACHMENT D

**POLICY NETWORK
APPLICATION EVALUATION FORM**
(For Agency Use)

<u>Equipment</u>	<u>Yes</u>	<u>No</u>
Is the equipment requested similar/compatible to equipment being requested or used in the other regions?	_____	_____
Will the equipment benefit the entire state or multiple regions.	_____	_____
Will the equipment being requested be beneficial to chemical/explosive regional response?	_____	_____
Is the equipment being requested located strategically within the region?	_____	_____
Is the cost of equipment reasonable?	_____	_____
Does the equipment fulfill a response gap currently existing in the region.	_____	_____
<u>Training</u>		
Does the training requested create a strategically placed regional manpower resource?	_____	_____
Is the training cost-beneficial (# being trained vs. cost)?	_____	_____
<u>Exercise</u>		
Is the exercise cost-beneficial (# of participants vs. cost)?	_____	_____
Does the exercise have an end-goal that is directly linked to improving chemical/explosive response or improving regional plans for chemical/explosive response?	_____	_____
<u>Planning</u>		
Does the plan (which must be regional) have a chemical/explosive element?	_____	_____

ATTACHMENT E

Equipment Readiness Affidavit

I, _____ Certify that all equipment purchased under
(Name)

this grant will be housed within the region and maintained in readiness for deployment under the terms and conditions as prescribed by the agency in possession of the equipment)., along with necessary trained personnel, to a Chemical, Biological, Nuclear, Radiological or Explosive event.

Signed this _____ day in the month of _____, 2009.

Signature

Type or Print Name

Title

Agency

ATTACHMENT F

MUTUAL AID AGREEMENT GUIDE

At a minimum, a Mutual Aid Agreement must address the following points:

- A general description of the emergency service functions covered.
- The type of personnel and equipment of general need.
- Acceptance of licensures and certifications of supporting response disciplines and granting them the same powers, duties, rights, privileges, and immunities as afforded to disciplines performing within the jurisdiction.
- Acknowledgement that response entities will be under the operational control of the incident commander.
- The assumption of liability by the receiving jurisdiction exclusive of willful misconduct, gross negligence, or recklessness.
- Reimbursement of operational and other costs associated in providing mutual aid support addressed by level of cost share per operational period.
- Communications with regard to interoperability on scene.
- Withdraw pullout, or non response criteria.
- Implementation and terms of withdrawal.
- Primary and mutual aid coverage maps of disciplines involved